

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst	DISTRICT/DIVISION/OFFICE Division of Procurement and Contracts	
WORKING TITLE Materiel Manager (Budgets)	POSITION NUMBER 702-032-5157-xxx	EFFECTIVE July 2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: Under the direct supervision of the Staff Services Manager I, the incumbent performs a variety of analytical tasks to ensure the efficient operation of the Caltrans Warehouse. The incumbent will work with a small group of Materiel Managers to provide product support to statewide staff. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)

Job Description

50%(E) Performs varied analytical staff services such as: forms and records management, developing policy recommendations, manual updates. Directly responsible for \$15 million warehouse budget. Manages and coordinates all budget reports for the Branch Chief, such as BAS and Net Zero reports weekly. Works closely with Accounting Analyst to ensure budget encumbrances are correct. Logs and tracks Purchase Order activity to ensure compliance with Purchase Order terms and conditions. Updates the SVS Materiel Management System inventory to reflect new Purchase Orders and product receiving. Creates and maintains product receiving documents Materiel Adjustment Reports and create Receivers in Advantage to prompt vendor payment.

20%(E) Analyzes work products to evaluate and obtain the appropriate approvals and documentation required. Accomplishes tasks in accordance with all applicable statutes, Caltrans Material Management Manual, State Contracting Manuals, purchasing delegation from Department of General Services (DGS), the State Administrative Manual and established levels of service for DPAC. Ensures all required documents are retained as

necessary for required reports and post-audit review. Develops and provides Ad hoc reports regarding warehouse inventories and data reflecting warehouse operations. Prepares weekly status reports on work in progress and assists in timely preparation of mandatory cyclical reports and audit reports for external distribution and web posting.

15%(E) Provides guidance and advice to staff, Caltrans employees, and customers regarding the Warehouse inventory processes. Assist the Warehouse Manager in maintaining accurate records on the adjustments that affect the warehouse inventory. Performs audits of stock activity, identifies errors and prepares paperwork to make all corrections needed. Works with customers individually and as part of a team to review pertinent data and ensure the requested services are performed in accordance with State, Federal and departmental laws, policies, standards and controls. Makes recommendations to improve DPAC processes or resolve administrative and program-related problems.

10%(M) Input documents, Local Request Electronic Data Processing forms, (LREDPs) pertaining to charges, and stock for use. Will also input Material Adjustment Report forms, (MARS) to issue credits and adjust inventory overages or shortages to correct the Warehouse inventory. Review and analyze proposed processes or legislation and advise management on the impact or potential impact.

5%(M) Back-up other analysts, as needed for special projects related to commodities and may act in lead capacity.

SUPERVISION EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must be able to utilize the Caltrans Materiel Management System printouts utilized by the warehouse. Requires the ability to assist warehouse staff involved in order processing activities.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent maintains current product information and failure to carry out the foregoing can result in untimely and costly delays in receiving critical material that could have an effect on the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent is involved in daily e-mail, telephone and in-person contact with public and Caltrans Employees.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Employee may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting.

I have read and understand the duties above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE'S NAME (Please Print)

EMPLOYEE'S SIGNATURE DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR'S NAME (Please Print)

SUPERVISOR DATE